## User Preferences

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| 1. | There are no preferences currently set for this employee.  The next steps demonstrate how to set up User Preferences.<br><br>**Note**: Preferences that are set and saved override any defaults. |
| 2. | Click the **Self Service** link. |
| 3. | Click the **Time Reporting** link. |
| 4. | Click the **User Preferences** link. |
| 5. | Click the **Collapse Menu** button. |
| 6. | The **Time Reporting Preferences** page allows Users to set Time Reporting Preferences to prepopulate the **Timesheet** with TRCs and Combo Codes. |
| 7. | The **TRC Code or Description** field is not in use by the State of Delaware. |
| 8. | Click the **Time Prepopulation Method** list. |
| 9. | The three options for this field are:<br><br>**Prior Period** - Not in use by the State of Delaware.<br><br>**Schedule Information** -  The employee's scheduled hours will prepopulate on the **Timesheet.**<br><br>**Task Values** - The Task Value Defaults section becomes active to enter TRCs and Combo Codes to  populate the **Timesheet.** |
| 10. | Click the **Task Values** list item. |
| 11. | Click the **Default Timesheet Display** list. |
| 12. | Click the **Time Reporting Period** list item. |
| 13. | The **Default Timesheet Display** field overrides any value previously entered in the **View By** field on the **Timesheet.** |
| 14. | The **Start Day of Week** field defaults to **7 - Sunday**.<br><br>**Note**: Do not change this default value. |
| 15. | The **Task** tab displays the Taskgroup and Taskgroup Description.<br><br>**Note**: Do not change this field. |
| 16. | The **Task Reporting Elements** tab is not in use by the State of Delaware. |
| 17. | Click the **ChartFields** tab. |
| 18. | Click in the **TRC** field. |

| 19. | Enter the desired information into the **TRC** field.<br><br>Enter a valid value e.g. "**REG**". |
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| 20. | Click the scrollbar. |
| 21. | Click the **Add a new row** button. |
| 22. | Click in the **TRC** field. |
| 23. | Enter the desired information into the **TRC** field.<br><br>Enter a valid value e.g. "**ALT**". |
| 24. | Click the **Save** button. |
| 25. | Click the **Time Reporting** link. |
| 26. | Click the **Report Time** link. |
| 27. | Click the **Timesheet** link. |
| 28. | Click the **Collapse Menu** button. |
| 29. | Notice the **Timesheet** now displays the full time reporting period (two weeks) instead of the default '**Week'** and the TRCs are prepopulated. |
| 30. | Another **Time Prepopulation Method** option, **Schedule Information**, allows you to set Preferences on the **Timesheet** which will prepopulate the Work Schedule.<br><br>Click the **Time Reporting** link. |
| 31. | Click the **User Preferences** link. |
| 32. | Click the **Collapse Menu** button. |
| 33. | Click the **Time Prepopulation Method** list. |
| 34. | Click the **Schedule Information** list item. |
| 35. | Click the **Save** button. |
| 36. | This Warning Message always appears when the Time Prepopulation Method is changed and requires no action.<br><br>Click the **OK** button. |
| 37. | Click the **Time Reporting** link. |
| 38. | Click the **Report Time** link. |
| 39. | Click the **Timesheet** link. |
| 40. | Click the **Collapse Menu** button. |
| 41. | When the **Time Prepopulation Method** of Schedule Information is used, the Work Schedule is prepopulated and TRCs are not populated.<br><br>If exceptions are reported on the **Timesheet**, the existing Scheduled Hours must be deleted or changed. |